



# Civilian Personnel Officer's Memorandum



18 September 1987

## W-4 REMINDER

Don't forget that all employees are required to file a new 1987 Form W-4, Employees' Withholding Allowance Certificate, before 1 October 1987. Under the Tax Reform Act of 1987, many changes to the federal tax law were made which could affect your 1987 income tax to the extent that the amount of tax currently being withheld from your pay may no longer be correct. Left as is, the result could be either too much or too little tax being withheld. The new W-4 form is designed so that when properly completed, you will have an amount withheld from your pay which will closely match your tax liability for the year.

If you have not already filed the new form, you are urged to do so as soon as possible. You can obtain the new W-4 form by calling the Employee Relations Branch, Civilian Personnel Division, extension 1458/1579.

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## FERS ANNOUNCEMENT

A Special Message for Employees Who Are Considering Federal Employees Retirement System (FERS) Solely or Primarily to Eliminate the Application of the Public Pension Offset:

The Office of Personnel Management has advised us that Congress has begun action to modify the provisions of the Public Pension Offset and that a change in the offset rules could be retroactive to the beginning of the FERS open season. Since the election of FERS coverage is irrevocable, if you are considering joining FERS to avoid the Public Pension Offset, you may wish to reconsider your decision or at least to postpone making your election until later in the open season by which time this situation may be clarified.

Many employees reading this notice may not have heard of the Public Pension Offset. It is discussed on page 30 of the Transfer Handbook in "A Special Note for Career Couples Nearing Retirement", and in an appendix on page 41. This handbook has been previously distributed to all employees. The Public Pension Offset will not be a factor in most employees' decisions to join FERS. It will be a factor for employees near retirement, who:

are (or were) married to someone who has earned a substantial Social Security retirement benefit, and

do not anticipate earning a Social Security retirement benefit of their own.

The reason that employees considering joining FERS to avoid the offset may wish to reconsider or postpone making an election is that:

a FERS election is irrevocable, and

the survivor benefits payable under FERS are lower than those under CSRS and they cost slightly more than CSRS survivor benefits. (See page 41 of the Handbook.)

Thus, if you join FERS solely to avoid the offset, retire with a survivor annuity benefit for your spouse and the rules are changed in a way that means the offset would still apply to you, you may have reduced your Basic Benefit and that of your survivor without realizing any benefit from Social Security. Since your election is irrevocable, you will not be able to change it. Even if you retire soon after joining FERS, a change in the rules may be retroactive, so the offset may still apply to you. Since the reductions in FERS benefits are primarily associated with survivor benefits, if you are electing a "self only" benefit, the prospect of a change in the Public Pension Offset rules will be less of a concern to you.

If you believe this may apply to you and you want more information on the details of the proposal, contact the Employee Relations Branch, extension 1458/1579 for additional information.

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## HEALTH INSURANCE REPRESENTATIVES

Employees who need assistance or who have questions concerning their health benefits claims should call the Civilian Personnel Division, extension 1579 or 1458. If it is determined that you need to discuss your particular situation with a representative, you will be so advised.

A Blue Cross-Blue Shield representative visits the Base on the first Tuesday of each month. A Mail Handlers Benefit Plan representative makes quarterly visits to the Base to answer questions and provide information. The representatives will contact you on the day of their visit if sometime prior to their visit you leave your telephone extension and request to be contacted with the Civilian Personnel Division.

No other representatives visit the Base on a regular

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basis. Questions may be directed to Aetna Life and Casualty, 3805 Cutshaw Avenue, Richmond, Virginia 23230; or call 1-800-22A-ETNA. Questions regarding all other plans may be directed to the various claims offices listed in your health benefits plan brochure.

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INTERNAL STAFFING ANNOUNCEMENTS  
(For Civil Service Employees)

Open Continuously Until 31 December 1987

Laborer, WG-2 and Laborer, WG-3, Ann. No. 3-87  
Helper, (All Options), WG-5, Ann. No. 4-87  
Clerk Typist, GS-3, Ann. No. 8-87  
Clerk, GS-3, Ann. No. 12-87  
Cook, WG-5, Ann. No. 44-87  
Practical Nurse, GS-3 and GS-3 TARGET GS-4, Ann. No. 48-87  
Food Service Worker, WG-2, WG-3, WG-4, Ann. No. 38-87  
Sales Store Checker, GS-3 (Part-time), Ann. No. 82-87

Open for Specified Period

Safety & Occupational Health Specialist, GS-9, Ann. No. 130-87, closes 18 September 1987  
Accounting Technician, GS-4 (TARGET GS-5), Ann. No. 131-87, closes 18 September 1987  
Teller (Typing), GS-4, Ann. No. 132-87, closes 21 September 1987  
Contract Specialist, GS-7 (TARGET GS-9), Contract Specialist, GS-9, Ann. No. 133-87, closes 21 September 1987  
Warehouse Worker, WG-5 (Part-time Position), Ann. No. 134-87, closes 21 September 1987  
Automotive Worker, WG-8, Ann. No. 135-87, closes 21 September 1987  
Tile & Plate Setter, WG-10, Ann. No. 136-87, closes 21 September 1987  
Facilities Project Assistant, GS-6 (TARGET GS-7), (Upward Mobility), Ann. No. 137-87, (Promotion Potential GS-7) (Trainee Position will be established and classified at the GS-5 Level), closes 25 September 1987  
Store Worker, WG-4 (Part-time Position), Ann. No. 139-87, closes 28 September 1987  
Wood Worker Leader, WL-8, Ann. No. 140-87, closes 28 September 1987

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SEPARATION OF MILITARY DEPENDENTS

Employees who are military dependents should be aware of a new requirement established by the Office of Personnel Management. Such employees who decide to leave their jobs when their sponsor (usually the spouse) is transferred to a new location should now attach a copy of the orders (transferring his or her military sponsor) to the resignation SF-52 or a 90 days LWOP/resignation SF-52. These documents will be kept as long-term (permanent) records. This requirement was established to help facilitate unemployment compensation claims of military dependents.

If you have any questions, please call the Employee Relations Branch of the Civilian Personnel Division at extension 1458 or 1579.

COMPETITIVE SELECTIONS UNDER MERIT STAFFING PROGRAM  
EFFECTIVE AUGUST 1987

REGIONAL AUTOMATED SERVICES CENTER

Jerry C. Ferguson, Supervisory Computer Assistant, GS-10 TARGET GS-11

HUMAN SERVICES DIRECTORATE

Alta L. Ritter, Human Services Manager, GS-12

FACILITIES DEPARTMENT

Natural Resources Division

Robert G. Deppen, Physical Science Technician, GS-6  
Carol S. Shores, Physical Science Technician, GS-6

Public Works Division

William S. Brant, Engineering Technician, GS-12

Fire Protection Division

Cynthia Owens, Firefighter (Structural), GS-5

MANPOWER DEPARTMENT

Civilian Personnel Division

Mary K. Turpin, Employee Relations Specialist, GS-7  
TARGET GS-9

BASE OPERATIONAL SUPPORT MANAGEMENT ASSISTANCE DIVISION

Laverne S. Taylor, Secretary (Stenography), GS-5

LOGISTICS DEPARTMENT

Property Control Division

Candice L. Sease, Supply Clerk (Typing), GS-3

Direct Support Stock Control Division

Billy C. Richardson, Supply Cataloger, GS-6 TARGET GS-7

James E. Dougherty, Warehouse Worker, WG-5  
William E. Wiggins, Warehouse Worker, WG-5  
David L. Lanier, Warehouse Worker, WG-5

Traffic Management Division

John Crazybear, Motor Vehicle Operator, WG-8

Contracting Division

Robert A. Allison, Purchasing Agent, GS-5  
Stella M. Butler, Computer Assistant, GS-4 TARGET GS-5

Rita G. Jones, Clerk-Typist, GS-3

Charlynn A. Knowles, Procurement Clerk (Typing), GS-3

Hadnot Point Commissary Division

Phyllis M. Thacker, Cash Clerk, GS-4

TRAINING DEPARTMENT

Camp Lejeune Dependents' Schools

Sarah A. Vanatta, Secretary (Typing), GS-4  
Marilyn P. Gray, Teacher Aide

NAVAL HOSPITAL

Fiscal Department

Sarah J. Foster, Lead Accounting Technician, GS-6

Food Management Department

Francis Smith, Food Service Worker, WG-3

Material Management Department

Mary D. Huguélet, Purchasing Agent, GS-5

Branch Clinics

Patsy M. Tatman, Medical Records Technician (Typing), GS-5

Quality Assurance Unit  
Mary L. Burns, Medical Records Technician, GS-5

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#### BENEFICIAL SUGGESTION WINNER\$

It's easy as one, two, three to earn special recognition through the Beneficial Suggestion Program. Just think about your present job and exactly what you do each day. The simplest way to earn extra cash in your pocket is to suggest a new and easier method of improving some aspect of your job. In the process you'll also be saving the government money. See if any of the following recently adopted suggestions might give you an idea.

Mr. Wendell E. Davis, Communications-Electronics Division, received a cash award of \$250 for his suggestion that a gas tube protector be installed on all data circuit cards to prevent internal failure or damage to data stations during lightning surges in telephone cables. The award was based on intangible benefits.

Mr. Martin D. Sosa, Base Maintenance Division, was given a cash award of \$62 for his suggestion that the electrical control boxes inside compactors be relocated to the outside of the units to prevent someone from getting injured when making repairs. A modified version of his suggestion was adopted in that access holes will be cut in the side of the compactors to enable employees to easily reach the control cabinets without having to crawl inside the units. The award was based on intangible benefits.

Mr. Martin S. Rhoades, Base Maintenance Division, was presented with a cash award of \$54 for his suggestion that an emergency access code be established for use over the Base Maintenance radio frequency network for quick access to help in case of any emergency situation. The award was based on intangible benefits.

Mr. Jerry D. Simmons, Base Maintenance Division, received a cash award of \$51 for his suggestion that the plastic curtains used on the loading and unloading doorways of the Cold Storage Plant which act as a thermal barrier between the hot air outside and the cold air inside the building be replaced by air curtain fans. The fans are powerful enough to contain the air inside, and by using them instead of the curtains, warehousemen will have a clear view in front of them when entering and leaving the building with goods. The award was based on intangible benefits.

Ms. Vicki S. Evans, formerly of Support Battalion, was given a cash award of \$50 for her suggestion concerning the establishment of a command level Task Force that would be implemented at the Battalion level through which training seminars, discussion groups, hot lines, etc. would be available to educate and help personnel with regard to possible signs of impending suicide; an increasing social problem. The award was based on intangible benefits.

Mr. John L. Chaney, Naval Hospital, received a cash award of \$38 for his suggestion that a safety chain and handle be mounted on the lid of the vegetable cutting machine in the Food Service Department to prevent the lid from falling off when opened and possibly injuring someone.

Each suggester is also to be congratulated for receiving a "Beneficial Suggestion Winner" coffee mug.

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#### INSURANCE RATES FOR PART-TIME EMPLOYEES

There have been some questions regarding insurance rates for part-time employees. To clarify this issue, part-time employees pay more for their health and life insurance than full-time employees. Rates are based on the number of hours worked in a pay period. For health insurance, the more hours worked, the less the premiums will be; the less hours worked, the more the premiums will be. For life insurance the opposite holds true - the more hours worked, the more the premiums will be because you are covered for more; and the less hours you work, the less your premiums will be because you are covered for less.

Employees working at Camp Lejeune Dependents' Schools on a 10-month contract pay more per pay period for their health and life insurance than a 12-month contract employee because the former pay for 12 months of coverage in 10 months of pay.

If you have any questions regarding the above, you may call the Employee Relations Branch, Civilian Personnel Division, extension 1458/1579.

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#### PART-TIME CAREER EMPLOYMENT PROGRAM

1. The Part-Time Career Employment Act of 1978 directs Federal agencies to provide increased part-time opportunities at all grade levels up to GS-16 or equivalent.

2. Part-time career employment means the employment, on or after 8 April 1979, of an individual serving under an excepted or competitive service appointment, in tenure Group I or II, under a part-time work schedule of 16 to 32 hours per week.

3. The following benefits are derived from part-time employment:

##### a. Employee Benefits

##### (1) Insurance

(a) Part-time employees are entitled to regular life insurance at the time they begin working, unless the employee chooses to waive it.

(b) Part-time employees with regular insurance who have not declined the optional insurance are eligible for the \$10,000 additional optional insurance. The employee may choose to elect or decline optional insurance.

(2) Health Benefits. The cost to part-time employees is determined by dividing the average number of hours the employee is scheduled to work during the pay period by the average number of hours worked by a full-time employee serving in the same comparable position (normally 80 hours per pay period). This percentage is applied to the government contributions made for part-time employees. The remainder of the total cost of enrollment in the

plan is withheld from the employee's pay.

(3) Holidays. Holiday pay is received only if part-time employees were scheduled to work that day and only for the hours scheduled.

(4) Appeal Rights. Part-time employees can appeal disciplinary action taken against them including removals, suspensions, furloughs and reduction in force (RIF).

b. Manager Benefits

(1) Part-time employment can be used to provide flexibility in meeting work requirements.

(2) Manager has access to a broader range of talent when interest is expanded to include consideration of part-time employment.

(3) Managers may provide part-time opportunities from grades GS-01 through GS-16 or equivalent.

(4) Part-time employees are prorated according to work schedule for ceiling accounting purposes.

(5) Part-time employment can increase job satisfaction, while lowering turnover rates and absenteeism.

(6) A separate competitive level is developed for positions filled on a part-time basis. Part-time employees compete for other part-time jobs and are not entitled to full-time jobs if no other part-time job exists.

4. Part-time employees are cost effective and can substantially contribute to mission accomplishment. The use of part-time employment is highly encouraged as it meets the needs of both managers and highly skilled individuals.

5. Base Order 5310.10B outlines the Command's Part-time Career Employment Program.

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WHAT EVERY EMPLOYEE SHOULD KNOW

. . . ABOUT POSITION CLASSIFICATION . . .

The legal basis for the classification of your position is Chapter 51, Title 5 of the U. S. Code.

Chapter 51, Title 5 of the U. S. Code provides that the principle of equal pay for substantially equal work shall be followed.

Individual positions are required to be placed in classes on the basis of their duties, responsibilities and qualification requirements.

Grade levels of positions are determined on the basis of the level of difficulty, responsibility and qualification requirements of the work.

Each position must be placed in its appropriate class and grade in conformance with or consistent with standards published by the Office of Personnel Management and/or the Department of the Navy.

You may review Office of Personnel Management classification standards upon request to your supervisor who can get pertinent standards for you.

You should have a copy of the position description for your position. If you do not, request a copy from your supervisor.

You may appeal the classification of your position within the Department of the Navy; your supervisor will tell you where you can get information about this.

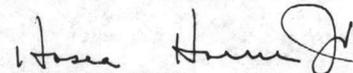
You may also appeal the classification of your position to the Office of Personnel Management, and your supervisor will tell you where you can get information about this.

Your position description should be an accurate and current description of the duties and responsibilities assigned to you and performed by you. You should see your supervisor to have the description changed whenever there is a significant change in your major duties and responsibilities.

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H O T L I N E

Call 451-3928 (the CAMP LEJEUNE HOTLINE) or write P. O. Box 8206, Marine Corps Base, Camp Lejeune, NC 28542-5001 to report incidents of WASTE, FRAUD, ABUSE, CORRUPTION

  
HOSEA HORNE, JR.  
Civilian Personnel Officer